

### PLACEMENT OF FRESH & EXPERIENCED CMAs FOR GENPACT AT DELHI

All the CMAs who are meeting the criteria of GENPACT (criteria are given below) may attend the interview at Delhi on 25<sup>th</sup> April 2014(Friday) as per details given below.

Reporting time at venue would be 9.30 AM.

S. No.	Place	Date	Venue	Participating company	Criteria
1.	Delhi	25 <sup>th</sup> April 2014 (Friday)	The Institute of Cost Accountants of India CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi- 110003	GENPACT	Given below

#### Job Description and Position Specification

✓ **Skills and Qualification**

- Bachelor's in commerce & CMAs with minimum 1yr exp. in accounting
- 1 - 4 years of relevant experience in Book keeping and Management reporting
- Good verbal and written communication skills
- Detail oriented and organized with excellent analytical and problem solving skills
- Proficiency in MS Office
- Specific (ERP) working knowledge is preferred
- Good Interpersonal Skills

✓ **Profile**

- Individual contributor role in PL & B/S reporting, General accounting, GL master data, Accruals & Prepayment.
- Activities related to Closing and Reporting of books (e.g.: journals, Reconciliations, Fixed assets, intercompany etc.)
- Preparation of management reporting packs

- Cost center management and explanation of variance to Budgets
- Activities relating to Planning and budgeting etc.
- Play the role of process trainer for the remaining team mates to help them come up the learning curve
- Independent handling of Mill Accounting ,Costing & Analysis

✓ **Role & Compensation & Benefits**

- Designation : Process Developer
- CTC – 2.50 Lakh (P.A) Excluding all Incentives
- Joining Bonus – 50 Thousand ( One Time )
- 1 Year Service Agreement
- Location - NCR
- On Job Training – Yes\*
- Weekend Offs – No\* ( 5 Days Working Window )
- Shift Timings : Selected Candidate has to agree on 24\*7 timelines
- Pref. : 2 PM to 11 PM / 5.30 PM to 2.30 AM